

# PMUG

## SIG Presentation

Nov 27, 2023

### **Pages - how to create a template**

- Live Demo
  - Cancel the pop-up for selecting a document and open File->New
    - Template chooser pops up
    - Look for “My Templates”
    - Whether or not it exists, start a new document or other template.
  - File->Save as Template
    - Choose “Save to Template Chooser”
    - Give template a name.
    - Click “Create”
    - Current document reopens as a new document with the template contents and document is titled “Untitled 2”
    - Close the previous document and choose “Delete” (do not save) and work with new document.
  - Show that “My Templates” now appears in the Template Chooser and that the new template is now in the Recents list.

### **Useful keyboard shortcuts**

- Open (Command-O)
- Close (Command-W)
- Save (Command-S)
- Quit (Command-Q)
- Copy (Command-C)
- Paste (Command-V)
- Paste Special (Shift-Option-Command-V)
- Print (Command-P)
- Info (Command-I)
- Spotlight (Command-Space)

### **Recovering deleted items in Messages on iPhone/iPad**

- Tap on Filters
- Tap on Recently Deleted
- Select conversations to recover or permanently delete
- The number shown for each conversation is the number of days left (out of 30) that the conversation will remain in the list.

## Exporting photos from the Photo Library

For adding photos to something like a Walgreens or Walmart photo print app online, the first thought might be to drag or copy them from a folder on the computer because an option is to upload them from the computer. If the photos are not in a folder on the computer but they are in the Photos Library, you can still select the photos from the Library and then drag (or copy and paste) that selection to the app in the browser.

Any photo in the Photos Library can be dragged to a folder in Finder. But this action creates a duplicate and is not recommended unless you intend to delete the copy in the Photos Library.

## Gmail notification: Can't move message.

Sometimes a notification will pop up that a Gmail message can't be moved to Archive. Note that Archive is not a folder or label or a location, it is an action. If the message shows the subject as "" (meaning, no subject), there really isn't any way to troubleshoot this problem. In Gmail, the Inbox, Snoozed, Sent, Scheduled, Drafts, Spam, Trash, and Junk are not folders - they are labels. All mail messages in Gmail are actually stored in the All Mail location. A given message can be labeled with more than one label, but there is only one copy of the message in All Mail. Deleting a message from the Sent or Trash or any other location just removes the label. To actually delete a message, delete it from All Mail. Apple Mail, on the other hand, uses folders, and you can have multiple copies of a message in different folders.

For more information see:

How labels work: <http://gmail-miscellany.blogspot.com/2012/10/how-gmail-stores-your-mail.html>

Using labels: <https://support.google.com/mail/answer/118708>

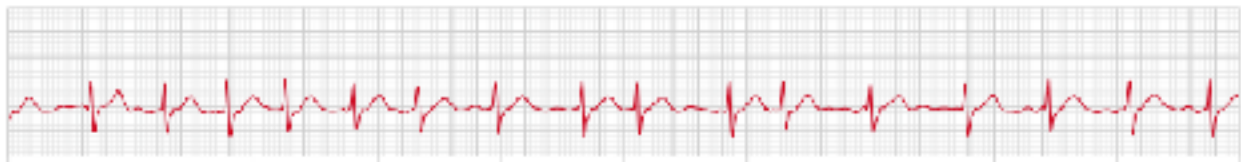
## How do I access keychain on my phone?

First, you have to enable "Passwords and Keychain" in Settings->Apple ID

Then, you open the app Passwords on the iPhone. All you will see are the entries that contain passwords. Keychain Access contains a lot more, such as Secure Notes. The latest Notes version allows you to password protect a note, which makes Secure Notes in Keychain Access obsolete.

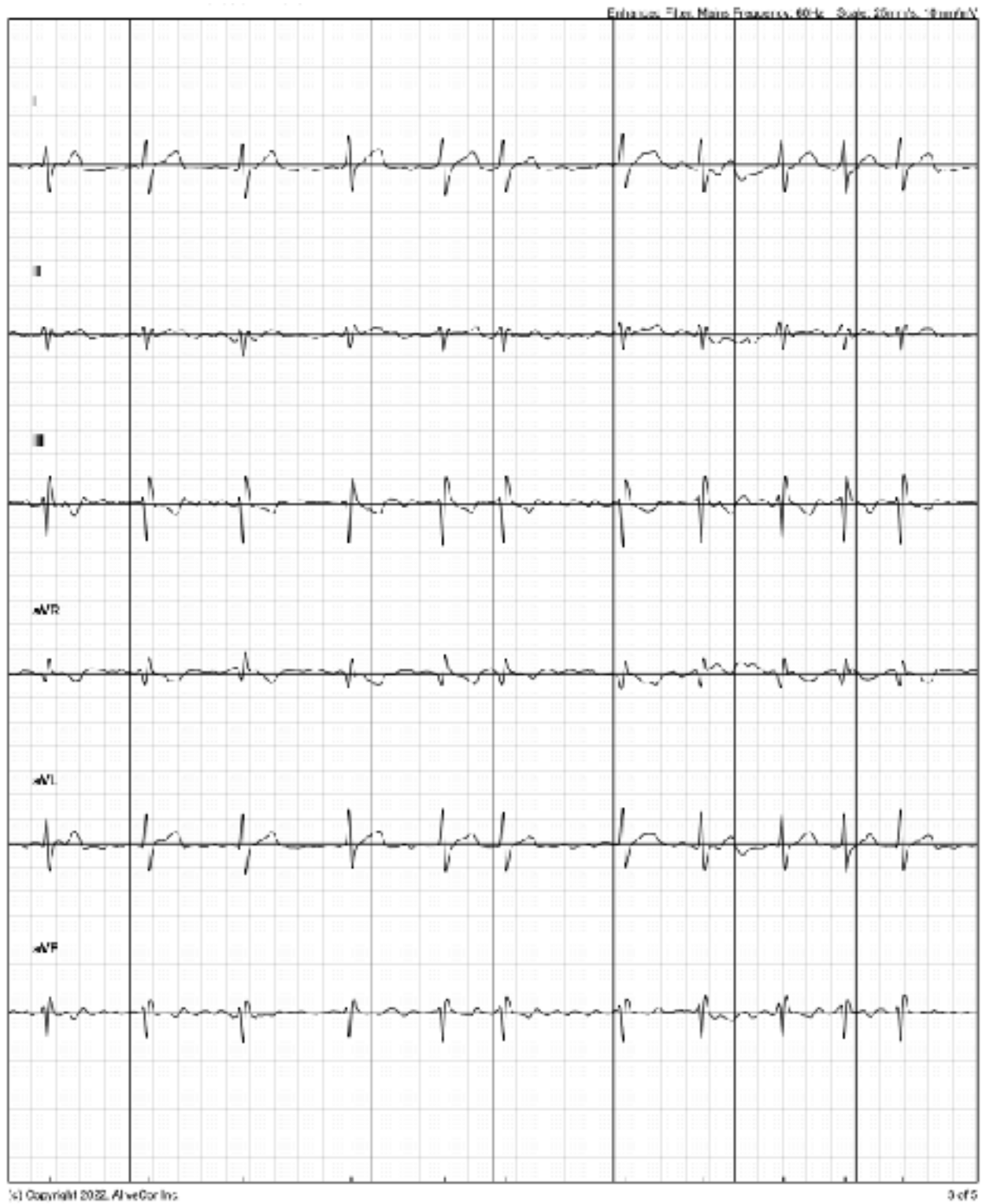
## EKG

From the Apple Watch: (partial; Scale: 25 mm/s, 10 mm/mV)



<https://www.cnet.com/videos/share/we-tested-the-apple-watch-ekg-against-a-hospital-ekg/>

From the KardiaMobile6L: (partial)



<https://store.kardia.com/products/kardiamobile6l>

## Syncing apps in iCloud

The solution is deceptively simple.

1. All devices have to be signed in to the same Apple ID.
2. Each device must set the preferences to sync each app to iCloud.

For that last part, specific instructions are needed first each app. But showing one should be an adequate example for all.

For the iPhone/iPad:

1. Open Settings
  2. Tap on your name at the top
  3. Tap on iCloud
  4. Tap on Show All under the section “Apps using iCloud”
  5. Enable just those apps that you want to share in iCloud
- Done.

Reference:

<https://support.apple.com/guide/icloud/set-up-third-party-apps-mmfeb236a772/icloud#:~:text=Set%20up%20iCloud%20for%20third%2Dparty%20apps%20on%20your%20Mac&text=macOS%2013.3%20or%20later%3A%20Choose,then%20turn%20on%20the%20app.>

Settings for Photos is different on the Mac:

1. Open Photos
2. Select Photos Preferences (Command-Comma)
3. Select iCloud
4. enable iCloud Photos

Settings for Messages is different on the Mac:

1. Open Messages
2. Open Messages Preferences (Command-Comma)
3. Select the iMessage tab.
4. Click on the box for “Enable Messages in iCloud.”
5. Click on “Sync Now” to force a sync operation (optional)

Reference:

<https://support.apple.com/guide/icloud/set-up-messages-mm0de0d4528d/icloud#:~:text=Set%20up%20iCloud%20for%20Messages%20on%20your%20Mac,select%20Enable%20Messages%20in%20iCloud.>

## iOS and Network Security

Suppose you get a message on your iPhone that said a website could not be accessed. And suppose it is the same message on all iPhones in the family. The suspicion could be that it has

something to do with the Wi-Fi network. My guess is that someone clicked on a link in the browser that put a malicious virus on that device which spread to all other devices on that network. Here's where a proper virus detection app can prevent such activity. In one case, the Wi-Fi network involved was eero.

The first step to take is to clear the cache, cookies, and history in Safari on all devices, turn off the app, and then restart the device. The next step is to install an antivirus app on all devices. The one I recommend is Sophos InterceptX. While a classic antivirus device or app scanning is not applicable to iOS, keeping the device up-to-date with the latest OS patches is critical to make sure you stay secure. The OS Version Advisor which comes with Sophos InterceptX verifies which version is installed and why it's worth upgrading to the latest version.

Another possibility, in the case of eero, is to add eero Plus. If this doesn't stop the message from appearing, then all devices need to be taken to a reputable computer repair center to have the devices cleaned of the virus, then add the antivirus app. If you want to spend the extra money, NordVPN or a similar VPN might be a solution for the devices.

References:

iOS Safari cache and history: <https://support.apple.com/en-us/HT201265>

Sophos InterceptX: <https://www.sophos.com/en-us/free-tools/ios-security-app>

eero network security: <https://support.eero.com/hc/en-us/articles/115003437183-Is-my-network-still-secure-without-eero-Plus->

NordVPN: <https://nordvpn.com/offer/download/ios/>